

# GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

## CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

**ANNOUNCEMENT NO:** CFSA-09-P034

**OPENING DATE:** 02/05/09

**IF "OPEN UNTIL FILLED"** 02/19/09 -And every  
**FIRST SCREENING DATE:** two weeks thereafter

**WORK SITE:** WASHINGTON, D.C.

**PROMOTION POTENTIAL:** DS-12

**POSITION:** Social Worker (STAR),  
DS-185-9/11/12

**CLOSING DATE:** OPEN UNTIL FILLED

**SALARY RANGE:** DS-185-09 \$50,567 - \$63,131 PA  
DS-185-11 \$57,601 - \$72,775 PA  
DS-185-12 \$65,001 - \$83,154 PA

**TOUR OF DUTY:** 8:15 A.M. TO 4:45 P.M.  
Monday – Friday  
Evening hours and weekends, as required

**AREA OF CONSIDERATION:** UNLIMITED  
**NO. OF VACANCIES:** SEVERAL

**AGENCY:** Child and Family Services Agency (CFSA), Office of the Deputy Director for Program Operations

**DURATION OF APPOINTMENT:** | X | Permanent | | Term (13 months to 4 years) NTE: \_\_\_\_\_

| Temporary (Up to 1 year, Not-to-Exceed) \_\_\_\_\_  
X | This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

| This position IS NOT in a collective bargaining unit.

**RESIDENCY REQUIREMENT:** An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

### **BRIEF DESCRIPTION OF DUTIES:**

The incumbent provides a variety of child welfare casework services to children and STAR emergency foster care families to assess and remediate situations. Conducts home visits to assess strengths and needs of foster families; contacts collateral source; reviews pertinent information; makes appropriate referrals. Address any medication and/or medical issues that arise. Ensure that STAR parents acquire adequate clothing and supplies for the child/ren. Work daily and diligently to move the child/ren from the home within ten days to appropriate long-term placement. Provide leadership to the various entities coming together at that critical time: to include conducting case staffing to coordinate placement options with case plan. Recruit, assess and train foster parents to become STAR foster parents. Participate in ongoing evaluation of the program. Contacts and maintains ongoing communication with collateral contacts. Supervises and conducts family visits as appropriate.

**QUALIFICATION REQUIREMENTS:** These positions require the following:

- A Master's Degree in Social Work from a school accredited by the Council of Social Work Education.
- One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.
- DS-09 requires a D. C. Graduate Social Worker License.
- DS-11 requires a D. C. Graduate or Independent Social Worker License.
- DS-12 requires a D. C. Independent Clinical Worker License

**All positions require a valid Driver's License**

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Extensive Knowledge of the Child Welfare Field to provide social work services for individuals and families;
2. Knowledge of related psychiatric, psychological and medical practices used in the evaluation and treatment of children and families, to serve as an effective member of the multi-disciplinary treatment team;
3. Comprehensive knowledge of human behavior dynamics; sensitivity to cultural diversity, age, and religious differences affecting child rearing, family and kinship patterns, attitudes about illness, medical care and communication pattern, to conduct home visits or investigations develop case plans and provide counseling;
4. Knowledge of pertinent resources, legal status and related policies and procedures as they affect children and families; and
5. Ability to communicate effectively orally and in writing.

---

**OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.**

---

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

---

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

---

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex (gender or sexual harassment), age, marital status, personal appearance, gender identity or expression, sexual orientation, family responsibilities, matriculation, disability, genetic information or political affiliation. Applicants will only be notified if an interview is granted.

---

<b>MAIL TO:</b>	<b>Child and Family Services Agency Human Resources Administration 400 6<sup>th</sup> Street, SW Washington, DC 20024</b>	<b>WALK-INS:</b>	<b>955 L'Enfant Plaza, 5<sup>th</sup> Floor Washington, D.C. 20024</b>
<b>TO APPLY:</b>		<b>WEBSITE:</b>	<a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a>
<b>FAX TO:</b>	<b>(202) 727-5750</b>	<b>TELEPHONE:</b>	<b>(202) 724-7373</b>
<b>EMAIL TO:</b>	<a href="mailto:cfsa.jobs@dc.gov">cfsa.jobs@dc.gov</a>		

---

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

---